

**Babies, Children and Young People's experience of Healthcare Guideline
Committee Meeting 2**

Date: 11 June 2019

Location: RCOG, London

Minutes: Final

Committee members present:	
Catherine White (Chair)	Present for notes 1-6
Dougal Hargreaves (Topic Adviser)	Present for notes 1-6
Grace Atkins	Present for notes 1-6
Emma Beeden	Present for notes 1-6
Nathan Randles	Present for notes 1-6
Joanna Shaw	Present for notes 1-6
Charity Gondwe (via TC)	Present for notes 1-6
Rachel Elvins	Present for notes 1-6
James McTaggart (by V/C)	Present for notes 1-5 (morning only)
Richard Churchill	Present for notes 1-6
Kath Evans	Present for notes 1-6
Paul Ashley	Present for notes 1-6
Amy Overend	Present for notes 1-6
Sallie Bloomfield	Present for notes 1-6

In attendance:		
Hilary Eadon	NGA Guideline Lead	Present for notes 1-6
Linyun Fou	NGA Senior Systematic Reviewer	Present for notes 1-6
Anuja Pandey	NGA Systematic Reviewer	Present for notes 1-6
Alice Navein	NGA Systematic Reviewer	Present for notes 1-6
Agnesa Mehmeti	NGA Information Scientist	Present for notes 1-6
Eric Slade	NGA Senior Health Economist	Present for notes 1-6
Charlene Dixon	NGA Project Manager	Present for notes 1-6
Catrina Charlton	NICE Guideline Commissioning Manager	Present for notes 1-6
Rakhee Shah	Clinical Fellow	Present for notes 1-6
Apologies: Committee members: Xanthe Hodgson Cath Hubbuck Catherine Churchill		

Aishah Farooq
Clinical advisor:
Charlie Fairhurst

1. Welcome and objectives for the meeting

The Chair welcomed the committee members and attendees to the second guideline committee meeting on Babies, children and young people's experience of healthcare. The chair acknowledged apologies received. These are noted above

2. Confirmation of matter under discussion, and declarations of interest

The Chair confirmed that, for the purpose of managing conflicts of interest, the matter under discussion was babies, children and young people's experience of healthcare. The Chair asked everyone to verbally declare any interests that have arisen since the last meeting. None were declared.

The committee members and attendees introduced themselves to the rest of the committee and the two new members gave a brief description of their background and interest in this guideline.

The Chair outlined the objectives of the meeting.

3. Minutes of last meeting

The minutes from the last meeting was agreed to be accurate. One slight amendment was the removal of the phrase 'no members of the public had asked to observe the meeting', as members of the public are not able to observe clinical guideline committees.

4. Presentations

Hilary Eadon, NGA guideline lead, gave a brief reminder of the topic groups. Hilary also updated the committee about the tendering process for the children's reference groups and asked the lay members of the committee to contact her if they wanted to get involved in the recruitment and selection process.

The Chair gave a brief reminder of the ground rules of the committee meeting.

The chair introduced Agnesa Mehmeti and Anuja Panday, NGA systematic reviewers, who presented an update on protocols from the previous meeting, 6.1 and 7.1 ('What features of the healthcare environment are important to babies, children and young people to improve their experience of care?' and 'How can health services support engagement in usual activities (for example sibling relationships, other family relationships, schooling, friendships, social activities) for babies, children and young people?'). They explained the search process, the number of references that had been identified, and some of the sample papers.

Linyun Fou, NGA senior systematic reviewer, led a discussion on some of the parameters and which will be common to all protocols.

The chair introduced Anuja Pandey, NGA systematic reviewer, who presented the protocol for review question 8.1. 'What are the facilitators and barriers for babies, children and young people in accessing healthcare services?' and 8.2 'What factors promote continuity and coordination of care for babies, children and young people?'

The Chair introduced Alice Navein, NGA systematic reviewer who presented the protocol for review question 2.1 'How do children and young people, and the parents or carers of babies and young children, like to access healthcare information?'

The chair thanked all for their presentations.

5. Questions and discussion

The committee discussed the searches and papers and agreed parameters for inclusion/exclusion.

The committee discussed the factors common to a number of protocols and agreed criteria for future protocols.

The committee discussed the three protocols and agreed changes.

6. AOB

There was no other business to discuss.

Date of next meeting: 24/07/2019

Location of next meeting: RCOG , London